

INFORMATION TECHNOLOGY COMMITTEE

June 17, 2013

8:30 am

Conference Room 202

Present: Chairman Ron Niemann, Bob Boyle, Marie Wamsley, Pat Shea, John Hastie, Becky Taylor, Nicola Maurer

(1) **Call to Order:** The meeting was called to order at 8:30 am by Chairman Niemann

(2) **Proof of Posting:** Kim advised that the agenda was posted by the County Clerk's office in the Courthouse, Darlington Municipal Building, the Hospital, and on the County's website.

(3) **Action on Agenda:** Motion by Boyle, second by Shea, to approve the agenda as presented. Voice vote, motion carried.

(4) **Action on Minutes:** Motion by Boyle, second by Winslow, to approve the minutes from the May 16, 2013 meeting as presented. Voice vote, motion carried.

(5) **UPS backups for the Sheriff's Department:** At the last I.T. meeting, Jason had mentioned that they were having problems with power failures/glitches in the Dispatch area of the Sheriff's Department. Chris Douglas attended the meeting to advise that they ordered 5 new UPS battery backups for Dispatch. They found that there were devices plugged into sockets that were not supposed to be plugged in, cleaned up the wiring, and put the 911 System on its own UPS backup, and they have not experienced any further problems. A motion was made by Shea, second by Boyle, to approve the purchase of the 5 UPS backups for the Sheriff's Department. Voice vote, motion carried.

(6) **Discussion on 2011 IT Audit:** Nicola and Becky advised that they had been contacted by a representative from Department of Health Services regarding the results of our 2011 audit. They were concerned about some of the deficiencies listed in the IT audit, and contacted us because they provide grants and funding to Lafayette County, and these deficiencies could possibly compromise the funding and grants if they are not addressed.

Becky has spoken with the representative from the Department of Health Services and the IT auditor from Baker Tilly to discuss the items listed in the audit. She advised them that we are aware of it, but we cannot address them at this time due to Jason being gone until July.

The committee reviewed the audit report. The committee felt that item #5 listed in the audit (RE: backup media offsite) has already been addressed. The Treasurer's Office performs a nightly backup of the AS400. That backup tape is then sent to the Hospital every day to be stored in their fireproof safe, and the Hospital brings back the previous backup tape back. The only item not addressed in that particular bullet point is the periodic restores of the system. John Hastie felt that this should NOT be done to the actual system, because it could damage the system. Instead he suggested that we talk to the auditor to see what exactly they are looking for. John was wondering if they are looking for us to create a 'hot site' or sample system and test the restores on that, without it impacting the existing systems?

For item #6 on the 2012 audit (RE: monitoring the system logs), John suggested that we look into software that can consolidate all of the system logs into one. These logs will tell the IT personnel if there is something wrong with the security, or if there is something wrong inside a computer, etc.

For items #3 and #4 (RE: facilitate process for adding new employees, modifying employee access, removing employees) and (RE: review employee access beyond their job responsibilities), these will be addressed after Jason's return and they receive their AS400 training from ACS.

Nicola felt that some of the items could be addressed soon, and we could send a response back to Baker Tilly before the 2012 is completed, showing that items are resolved or being worked on.

This IT audit will be re-addressed at the July I.T. meeting.

(7) **Purchase of a laptop for the Hospital:** Marie advised that the screen on a laptop in the OR has gone bad. It would cost too much money to replace the screen, as opposed to just ordering a new laptop. The quote for a new laptop is \$574.23. A motion was made by Boyle, second by Shea, to approve the purchase of a new laptop for the Hospital OR. Voice vote, motion carried.

(8) **Coverage of IT Department during IT Administrator's absence:** Chris Douglas advised that things have been going ok so far with Jason gone. There have been a couple of issues that she could not fix, but Jeff Anderson from Grant County helped her thru them. Jason has also set Jeff up so that he can see all service calls that are placed, so Jeff has checked in with Chris every day to see if they were resolved and how things are going.

(9) **IT Inventory:** the committee would like the IT Department to get an automated inventory program so that they won't have to do a full department inventory by hand ever again, and so that they can provide a report to departments to let them know the age and status of their IT equipment. Before Jason left on vacation, he advised Becky that the Spiceworks program has an inventory module in it, and it can create reports showing the inventory, etc.

The committee is requesting a demonstration of the inventory module or a sample inventory report at the July meeting, to see if this will be sufficient for the departments when it comes time to do their next budget.

(10) **Monthly Update:** Jason is gone, so we will get an updated report in July.

(11) **IT Vouchers:** Two vouchers were presented. The first one was for \$2,288.78 and it included two CD/DVD drives and five UPS backups for the Sheriff's Department, a new laptop for Extension, a new laptop for the Hospital, speakers for Commission on Aging and Veterans Office, a UPS replacement battery for the County Clerk, and meal and mileage reimbursement for the IT Department.

The second voucher was for \$147.32, and it included canned air and monthly cell phone bills for the IT Department.

A motion was made by Boyle, second by Shea, to approve the two vouchers as they were presented. Voice vote, motion carried.

(12) **Future Agenda Items:** - 2011 & 2012 IT audit
- timeclock upgrade
- hourly technical support charge
- remote access software for IT Department
- Spiceworks inventory program
- new email server, email software, and email encryption

(13) **Next meeting date:** July 15, 2013 @ 8:30am

(14) **Adjournment:** Motion by Wamsley, second by Boyle, to adjourn the meeting. Voice vote, motion carried.